Project Request Database
Instructions

Requests for *Repair and Renovation, Capital Improvement,* and *Preplanning* projects should be prepared in the same **Project Request Database spreadsheet**. Each institution and agency will submit one (1) electronic copy of the **Project Request Database** to the Bureau of Building, Grounds and Real Property Management. (Pursuant to Mississippi Code Section 31-11-27)

Information: It is important that we have the information at the top of the page regarding Institution/Agency name, Preparer's Name responsible for the data compilation, Phone, Fax, and E-mail. **PLEASE DO NOT CHANGE OR MODIFY THE FORMULAS OR SETTINGS, BECAUSE THESE ARE USED TO GENERATE THE FINAL REPORTS.**

Request Information:

1. **Indicate Fiscal Year:** The fiscal years covered by the request are pre-selected and may not be changed. Up to 10 entries per fiscal year may be submitted (regardless of project type) **Note: Do not enter more projects than your institution/agency can reasonably be anticipated to be authorized in a single fiscal year. Please make sure to place project requests in the appropriate year. Do NOT "front-load" requests or leave out later fiscal years.**

2. **Indicate Request Priority:** List the projects in "your" priority order per fiscal year.

3. **Institution:** Please enter the Institution / Agency Name as used by the Bureau for project administration. Do not use ALL CAPS for the Institution / Agency Name.

4. **Project Title:** A brief title delineating the project.

5. **Project Type:** Classification of the project.

   a. **(R&R) Repair and Renovation:** Generally, repair and renovation either returns a building to its original condition, or updates it to meet current codes and standards.

   b. **(CI) Capital Improvements: All** new construction, major additions and infrastructure.

   c. **(PP) Preplanning:** Projects for new construction over $2,000,000.00 require preplanning. Fees and EXPENSES FOR Pre-planning are generally 2 ½ % of anticipated construction cost.

   NOTE: Because all individual reports must be combined into a single document, please select this type from the Drop-Down List and DO NOT ENTER these classifications manually.

6. **Project Description:** Give a brief description of the project which includes estimated square footage and intended use of facility. (The fields will automatically expand to accommodate all entered data. You are not restricted to a single line.)

7. **Project Justification:** Give a brief justification of the need for the project. (The fields will automatically expand to accommodate all entered data. You are not restricted to a single line.) Be sure to clearly communicate if the project is required for Code compliance, accreditation, health, safety, welfare and/or preservation of building assets as this impact prioritization by the Bureau.

8. **New Construction:** Only check this box ONLY if the project requested is for a newly-constructed building.

9. **Minor Repair and Renovation:** ONLY check this box if the project requested is for minor repair and renovation, furniture and equipment, or other scope which may be more appropriately funded with appropriated General Funds, Special Funds or Capital Expense Funds rather than bonds. Projects with a 20-year, or less, life such as roofing or HVAC repairs would generally meet these criteria.

10. **Construction Costs:** Give the best known budget for construction/renovation costs associated with this project.

11. **Prime Professional Fees:** This field will automatically calculate based on construction cost entered.

12. **Cx Fees:** This field will automatically calculate based on construction cost entered.

13. **Miscellaneous:** Enter other costs here, not included in other categories.

14. **Furniture & Equipment:** Give the best known budget for furniture and equipment needs associated with this project.

15. **Telecommunications:** Give the best budget for telecommunications equipment and infrastructure associated with the project.

16. **Contingency:** This field will automatically calculate based upon 5% of construction cost.

17. **Estimated Total Project Budget:** This column will total automatically.

18. **Current Funding:** Enter any Federal, local, agency, grant or other funding available to agency for this project other than current bond request.

19. **Requested Funding:** Enter amount of request here. This may be less than 100% of total estimated budget if request is for partial funding over multiple years OR if current funding (Federal, Local, Agency, Grant, Other) will form part of the project budget.

19. **Estimated Begin/End Dates:** Assuming funding is provided identify estimated dates to begin planning and complete construction. Enter these dates in the following format: (##/##/####). This represents two (2) digits for the month, two (2) digits for the day, and four (4) digits for the year.

20. **Completed or Phased:** Please indicate if the project will be completed as a single project based on the requested funding, or whether an additional or separate phase will be required.

21. **Agency Operating Impact – Personnel:** Please enter the personnel costs associated with this project. If completion of this project will increase or decrease the need for personnel, please indicate such costs.

22. **Agency Operating Impact – O & M:** Please enter the estimated annual operations and maintenance costs associated with this project.

23. **Agency Operating Impact – Energy:** Please enter the energy costs associated with this project. If completion of this project will increase or decrease the energy impact for your Agency / Institution, please indicate such costs and/or savings.

24. **Financing - State:** Please enter the amount of State funds requested. If there are no "outside" or additional funds available for this project, this amount should match Column AB – Requested Funding.

25. **Financing – Federal:** Please enter the amount of federal monies for this project. If none, simply put "0."

26. **Financing – Other:** Please enter the amount of any other monies for this project. If none, simply put "0."

27. **Annual Debt Service:** This field is automatically calculated. <u>Please DO NOT change the formula.</u>

28. **Annual Economic Impact:** Enter estimate of positive local and/or state economic impact if project is executed.